



APPROVED

KITTERY PORT AUTHORITY
November 7, 2013 Meeting Minutes
Council Chambers, Town Hall

Members Present: Bob Melanson, Chairman, Ray Grenier, Steve Lawrence, Kelly Philbrook, Dan Arbo
Members Absent: Tom Smith, Barry Bush
Staff: Harbormaster Mike Blake

The meeting of November 7, 2013 was called to order at 6:00 p.m.

1. Pledge of Allegiance

2. Minutes

Ms. Philbrook moved to accept October minutes as submitted

Mr. Lawrence seconded

Motion carried unanimously by all members present

3. Public Segment

- Bob Foye, Cedar Island, asked about the mooring issues at the Isles of Shoals, noting he submitted questions for KPA consideration. Mr. Melanson stated these have not been shared with the Board as yet, but will be included on the December 2013 agenda. He shared the list of questions and Mr. Melanson stated he would share with KPA members.
- Milton Hall:
 - Noted he towed a mooring from Cedar Island was towed to Star Island. He notified the NH Marine patrol. He noted these moorings have to be checked every 3-4 months.
 - NH mooring #4883 has a supply boat attached. This mooring/boat is beginning to encroach into Maine waters.
 - He noted the 50-foot channel in the Back Channel needs to be maintained, per Rules and Regulations.
 - Float (no numbers) with two sailboats with depth stick breaks the surface and this could damage a rubber raft. The stick should be removed.

4. Budget Report

- Year to date Operating Income & Expense- Mike Blake
 - Largest increase since prior month was for Frisbee plaque, memorial and transportation;
 - Revenue to date totals \$8,230.
 - Expenses are on track at 47% expended year to date.

5. Harbormaster Report- Mike Blake

- Floats have been removed;
- Sailboat sunk at Back Channel mooring. Raised by Pepperrell Marine and now at yacht yard;
- Small harbor improvement grant application for floats at Traip Academy will be submitted. This grant has a 50/50 match, and there are funds in the CIP to cover municipal match
- Winterizing harbormaster shack during the week of November 11;
- Small Harbormaster skiff has been winterized and covered;
- Requested that a discussion on the Rules and Regulations be held during the December meeting regarding changes he feels should be made.

- Mr. Melanson noted the ceremony for Frank Frisbee and family was held on October 14, 2013. The ceremony was well attended. He thanked Ms. Philbrook and Harbormaster Blake for their work to make this successful.
- A Report to Council for the Traip float system has been prepared for the November 13 Council meeting.

6. Marinas Piers and Floats;

- Brian Boucher/Theodore H Curtis Trust Proposes to install a 3'X20' Gangway on an 8'X15' float @ 43 Tower Rd Kittery.
Zachary Taylor, Pepperrell Marine, noted the pier was replaced in-kind earlier in the year. The owners would like to now add a small ramp and float. NRPA filed.
A site walk was scheduled for Monday, November 11 at 4:00 p.m.
Mr. Taylor noted the gangway floats on mud flats, but there will be a high tide during the site walk.
Ms. Philbrook will visit on her own due to her work schedule.

Ms. Philbrook moved to accept the application for 43 Tower Road as complete and schedule a public hearing on December 5, 2013

Mr. Grenier seconded

Motion carried unanimously by all members present

- Knights of Kittery LLC proposes to install a 3' X 35' gangway at 4 Knight Ave Kittery.
Dock is complete, but only way to reach float was through a ladder off front of dock. The request is for a 3' x 35' gangway, to be located within the footprint of the existing wharf. An abutting owner, Mr. White, prepared a letter of no objection to the location of the structure within the 25-foot setback. KPA members agreed a site walk was not necessary.

Ms. Philbrook moved to accept the application for 4 Knight Avenue as complete and to schedule a public hearing on December 5, 2013.

Mr. Lawrence seconded

Motion carried unanimously by all members present

Mr. Melanson noted an application from Frisbee Holdings will be included in the December KPA meeting.

7. Projects:

- BIG Recap – The Council workshop was generally positive. A final review has been scheduled for November 13 at 6:00 p.m.
- Comprehensive Harbor Plan workshop following this meeting.
- Rice Avenue will be discussed at the next meeting.
- The Wave Mitigation Project grant has been accepted by the Town Council and is under review by Matt Nixon in Augusta. Wright-Pierce will be engaged for the design process.

Ms. Philbrook stated she had to take a boat out of the water for her mother on Sunday, November 3, and noted Neil Odams was removing his floats and blocked others from pulling out their boats. She asked if, out of courtesy, he could have scheduled it at a less busy time than a Sunday afternoon. The Harbormaster will meet with Mr. Odams to discuss.

She also asked if the hoist could be upgraded as it barely does the job. The Harbormaster noted it works; it's just not fast enough.

8. Adjourn
Ms. Philbrook moved to adjourn
Mr. Grenier seconded
Motion carried unanimously by all members present

The KPA meeting of November 7, 2013 adjourned at 6:32 p.m.

Submitted by Jan Fisk, November 12, 2013